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Workday-Pro-HCM-Reporting

Workday Pro HCM Reporting Certification Exam

Version: 6.1

Questions & Answers DEMO PDF

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Question 1. (Single Select)

A user needs to view additional data on the delivered Headcount By Job Profile report.

What should you recommend?

A: Create a custom report from scratch
B: Edit the standard report
C: Export the standard report to a data warehouse
D: Copy and modify the standard report

Answer: D

Explanation:
Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.
From the Workday Module 1 and 2 Reporting sections:
“Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed.”
“There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes.”
“Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed.”
Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

Question 2. (Single Select)

The Chief Learning Officer wants you to build a report that lists all current learning content and any information you have relating to ratings and popularity.

How should you find the relevant fields and data sources that are available for you to create this report?

A: View the Learning dashboard

B: Run the Business Object Details report

C: Run the Workday Standard Reports report

D: Access the View Custom Report task

Answer: B

Explanation:

To locate the correct fields and data sources for a custom report, Workday provides the Business Object Details report. This report displays all available fields, relationships, and related business objects that can be included in reporting. It ensures report writers can confirm which fields (e.g., Learning Content, Ratings, Popularity) are accessible for use.

From the Workday Reporting documentation:

“The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects.”

“The Business Object Details report is used to view which fields are available for reporting.”

Therefore, the correct answer is B. Run the Business Object Details report.

Question 3. (Single Select)

The benefits manager position has recently been filled by a different worker. The previous benefits manager has transferred ownership of the report schedules to the new manager. Month end is coming up and the new manager is wondering which reports are scheduled to be run automatically.

Where can the manager view this information?

A: The Process Monitor report

B: My Reports Library

C: My Tasks

D: The Scheduled Future Processes report

Answer: D

Explanation:

Workday provides the Scheduled Future Processes report to review which reports are scheduled to run automatically. This report displays the recurrence details and execution times of all scheduled reports, allowing managers to confirm upcoming automated report runs.
From the Workday Reporting documentation:
“Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report.”
Therefore, the correct answer is D. The Scheduled Future Processes report.

Question 4. (Single Select)

A worker report uses a filter based on the Location field, using the comparison type Prompt the user for a value. A user runs this report and leaves the prompt value blank.

What Worker instances display on the output?

A: Only Worker instances where there is a value of the Location field
B: No Worker instances, regardless of the value of the Location field
C: Only Worker instances where the Location field value is blank
D: All Worker instances, regardless of the value of the Location field

Answer: D

Explanation:
Workday report filters allow prompts so users can enter values when running a report. If the prompt value is left blank, Workday treats it as though no filter condition has been applied, so the system returns all available Worker instances regardless of the Location field.
From the Workday Reporting guide:
“Prompts – You can further narrow and refine your report results by having the user complete prompt fields before they run the report. You can set default values for prompts… If left blank, the filter condition is ignored and all data is returned.”
Therefore, the correct answer is D. All Worker instances, regardless of the value of the Location field.

Question 5. (Single Select)

You are viewing a worker's Workday profile and would like to know more about the data behind the worker's job profile of Senior Benefits Analyst so that you can plan a report.

What is the quickest way to identify the business object associated with this field and other relevant field values relating to this instance?

A: Run the Business Object Details report for the Job Profile business object.
B: Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.
C: Create a custom report using the Create Custom Report task.
D: Run the Report Fields report.

Answer: B

Explanation:
The Report Fields and Values option is available via the Related Actions icon for fields on worker profiles. This is the quickest way to see which business object is tied to the field (e.g., Job Profile) and which field values are available for reporting.
From the Workday documentation:
“To determine which business object a field belongs to and the values available for that field, select the Related Actions > Reporting > Report Fields and Values option.”
Thus, the quickest method is B. Select the job profile’s Related Actions icon and select Reporting > Report Fields and Values.

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